

**DRAFT INTERIM USE**  
**REP EXERCISE PREPARATION GUIDE**  
**(For Evaluator Pre-exercise Use Only – Do Not Submit!)**

**EVALUATION AREA 1 - EMERGENCY OPERATIONS MANAGEMENT**

**SUB-ELEMENT 1.a - Mobilization**

**Criterion 1.a.1 – OROs use effective procedures to alert, notify, and mobilize emergency personnel and activate facilities in a timely manner.**

According to the ORO's plan/procedures and the extent of play agreement:

- Who notifies the ORO of the situation/emergency classification level (ECL)?
- Will the notifications be made in the same manner if the ECL changes?
- What method of notification to the facility should be used for each ECL notification?
- Is verification of ECL changes required?
- As the ECL changes, what staff and other notifications are required? By what means?
- Are key positions within the EOC/facility identified in the ORO's plan/procedure? If so, what are they? Which ones require 24-hour staffing?
- If applicable, what is the criteria for the Emergency Operations Center (EOC)/facility to be declared activated and, subsequently, operational?
- Does the extent of play agreement allow for pre-positioning of any participants?
- Does the extent of play agreement allow for any simulation?
- Are any out of sequence demonstrations required? If so, what, when and where?

During the exercise, in addition to evaluating activities related to the items listed above, be sure to:

- Note any pre-positioned staff at your location not in accordance with the extent of play.
- Note times (e.g., 24-hour clock) of all key events applicable at your location, including when:
  - Notifications are received from the Utility/State, and at what ECL level,
  - Response staff are notified,
  - Response staff arrive, and
  - The facility is declared operational.

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- Obtain copies of:
  - Sign-in log,
  - All notifications received.
  - Player logs

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**SUB-ELEMENT 1.b - Facilities**

**Criterion 1.b.1 – Facilities are sufficient to support emergency response.**

(Note: this criterion is evaluated only if the facilities are new or have substantial changes in structure or mission; however, all facilities will be evaluated once under the new criteria to form a baseline.)

According to the ORO's plan/procedures and the extent of play agreement:

- What should be available to support emergency operations conducted from the facility?
  - Space
  - Furnishings
  - Lighting
  - Restrooms
  - Ventilation, and
  - Back up power and/or alternate facility
- Is there a diagram or floor plan of the facility in the plan/procedures?

During the exercise, in addition to evaluating activities related to the items listed above, be sure to:

- Check that the facility is set up (as shown in the floor plan) and operated according to the ORO's plan/procedure, unless otherwise indicated in the extent of play agreement. If not, did it cause any adverse consequences? Are changes to the plan or procedures recommended as a result?

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**SUB-ELEMENT 1.c – Direction and Control**

**Criterion 1.c.1 – Key personnel with leadership roles for the ORO provide direction and control to that part of the overall response effort for which they are responsible.**

According to the ORO's plan/procedures and the extent of play agreement:

- Who is in charge of the emergency response at this location?
- Are staff briefings or other means of providing information and instructions to staff specified? At what frequency?
- Who is responsible for coordinating response activities with other organizations?
- Who is authorized to make protective action decisions (PADs)?
- Who approves EAS or other notification method message content and authorizes the release of the message(s)
- Are plan/procedures available for all staff?
- Are message logs maintained, messages numbered, and distributed to designated staff?

During the exercise, in addition to evaluating activities related to the items listed above, be sure to:

- Note if the participants follow the plan and procedures related to the items listed above, unless otherwise indicated in the extent of play agreement. If not, were there any adverse consequences? Are changes to the plan or procedures recommended as a result?
- Note if the key personnel in leadership roles make timely decisions. Also, observe whether the decision-makers obtained input from their support staff.
- Document how key personnel in leadership roles resolve conflicts, if they arise.

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**SUB-ELEMENT 1.d – Communications Equipment**

**Criterion 1.d.1 – At least two communications systems are available, at least one operates properly, and communication links are established and maintained with appropriate locations. Communications capabilities are managed in support of emergency operations.**

According to the ORO's plan/procedures and the extent of play agreement:

- What types of communications system(s) are available?
  - Primary?
  - Alternate or backup?
  - Dedicated Line?
- What types of communications system(s) are to be demonstrated?
- Is a communications check with other jurisdictions, field teams and/or other support organizations specified?

During the exercise, in addition to evaluating activities related to the items listed above, be sure to:

- Note any communications equipment failures. If there were failures, document them in your narrative. Did any communications failures affect exercise performance? If so, describe the issue in your write-up.
- Identify the communication system(s) available independent of commercial telephone.
- Ensure that the primary and at least one backup communication system are fully functional at the commencement of the exercise.
- Observe whether a communications check with other jurisdictions, field teams, and/or other support organizations was performed.

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**SUB-ELEMENT 1.e – Equipment and Supplies to Support Operations**

**Criterion 1.e.1 – Equipment, maps, displays, dosimetry, potassium iodide (KI), and other supplies are sufficient to support emergency operations.**

According to the ORO's plan/procedures and the extent of play agreement:

- What types of displays should be used?
- If dosimetry is to be issued at the evaluation location, what types and quantities of dosimetry should be available and where are they located before distribution? To whom would the dosimeters be returned at the end of the emergency?
- Is an administrative exposure limit specified?
- Will the available direct reading dosimeters (DRDs) allow for the reading of the exposure limit?
- Does the plan/procedure describe a dosimeter correction factor?
- What types and quantities of survey instruments should be available?
- What types and quantities of barricades and other equipment for access and traffic control should be available?

During the exercise, in addition to evaluating activities related to the items listed above, be sure to:

- Note any displays used by the ORO.
- If instructed, verify the quantities of DRDs and TLDs, and the testing/calibration dates of DRDs and survey instruments.
- If instructed, verify that field instruments have been calibrated in accordance with manufacturers' specifications or at least annually.
- If instructed, verify annual leakage checks for mR DRDs., and quarterly leakage checks for CDV-138's.
- If instructed, verify that there are sufficient quantities of KI within the expiration date for those who may need to take it. (If KI is beyond the expiration date, does the ORO have a letter from a certified private or State laboratory indicating that the supply is still potent?)
- If instructed, verify that appropriate equipment, e.g., barriers, cones, etc., is available for traffic and access control activities.